



Facility Attendant

\$13.15 to \$15.98 per hour

Varied Work Hours

Days, Evenings & Weekends

First review of Applications - October 18, 2016

The Position

The Facility Attendant serves as a receptionist for Town's recreation facilities and is responsible for greeting residents and visitors, registering class participants, processing rentals, explaining rules for facility usage, efficient preparation and taking down of equipment at Town facilities; assisting and overseeing people using the facilities; attending and participating in weekend and evening activities as assigned. Familiarity with computers, modern technology and customer service required. Facility Attendants do not receive Town benefits and may be released from employment with or without cause.

To Apply

Employment applications are available at the following locations:

Town Hall
1198 El Camino Real

Community Center
1520 Hillside Blvd.

Sterling Park Recreation Center
427 F Street

You may also call 650.997.8300 to have an application sent to you or you may download it from www.colma.ca.gov.

A TOWN EMPLOYMENT APPLICATION FORM MUST BE COMPLETED AND RECEIVED BY HUMAN RESOURCES TO BE CONSIDERED. FIRST REVIEW OF APPLICATIONS WILL OCCUR ON OCTOBER 18, 2016.

Send correspondence to: Town of Colma
1198 El Camino Real
Colma, CA 94014

Essential Duties

- Communicating and assuring compliance with specific rules and policies to user groups.
- Preparing and distributing Town of Colma identification cards, including verification of residency.
- Setting up and taking down recreational and facility equipment.
- Enrolling participants in recreation activities utilizing computer system.
- Assisting residents with facility bookings and entering reservations in computer system.
- Taking payments and balancing receipts.
- Attending staff meetings.
- Performing light janitorial and maintenance duties.
- Applying basic first aid.
- Other duties as assigned.

Qualifications

Characteristics:

- Great with diverse customers.
- Leadership.
- Safety-oriented.
- Effective communicator.

Knowledge of:

- Excellent customer skills practices.
- Modern information technology.
- Equipment, methods and procedures used in custodial activities and semi-skilled activities.

Ability to:

- Represent the Town positively.
- Exercise excellent customer service skills including patience and professionalism at all times.
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact.
- Speak and write clearly.
- Understand and follow oral and written directions.
- Work a varied schedule including some weekends and evenings.
- Operate basic office equipment.
- Learn Recreation Department Software.
- Establish and maintain effective, harmonious working relationships.
- Understand and work effectively with the public.
- Learn and interpret specific rules and policies and apply them with good judgment.
- Perform light janitorial and maintenance duties, safely lift up to 30 lbs.
- Attain CPR/First Aid certification within 60 days of hire.

Education and Experience:

The incumbent needs the knowledge to perform all duties on the job description. Any combination of education and life experience is acceptable.

High School diploma or equivalent and some experience working with groups is desirable.

The Town of Colma, known worldwide as the "City of Souls," is the smallest city in San Mateo County with 1,600 residents - and 1.5 million "souls". However, Colma is more than just 16 cemeteries. Colma's commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm all its own, from its brick-paved residential streets and ornamental street lamps to its restored historical museum and railroad depot located at its 5,500 square foot Community Center. Sterling Park Recreation Center, which is the location for the after school children's program, has a basketball court, playground, large grassy field and multi-purpose room. Within its 2 square mile boundaries, the Town enjoys a strong sales tax base with two shopping centers, one of Northern California's most complete collections of car dealerships, and a card room. There are two BART stations nearby.

THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION DOES NOT CONSTITUTE EITHER AN EXPRESS OR IMPLIED CONTRACT.

THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH SPECIAL NEEDS AT THE TIME OF APPLICATION.

ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE

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